

Agricultural Marketing Service
Office of the Deputy Administrator for Marketing Programs
Fruit and Vegetable Division
PACA Branch
Regional Office
Agricultural Marketing Specialist (General)
GS-1146-05

SJ FV44

I. INTRODUCTION

The Branch administers the Perishable Agricultural Commodities Act (PACA), which prohibits unfair trade practices in the marketing of fresh and frozen fruits and vegetables in interstate or foreign commerce, and the Produce Agency Act (PAA). The incumbent serves as an Agricultural Marketing Specialist responsible for performing developmental assignments of a limited nature in preparation for higher level work.

II. MAJOR DUTIES

Performs office or market agency fact gathering in specifically assigned phases of investigations of commission merchants, dealers, and brokers engaged in the marketing of perishable agricultural commodities in interstate and foreign commerce.

Prepares preliminary reports indicating records reviewed and facts established for use by the supervisor or higher graded marketing specialist in determining violations of the Perishable Agricultural Commodities Act, preparing cases for prosecution, determining license liability, and compliance with regulations and requirements under the various Acts.

Participates in carrying out licensing activities of the region. This involves examining books and records of produce firms to make preliminary determinations of whether a PACA license is required. Participates in reviewing operations of packers, dealers, retailers, and marketing agents to assure compliance with the licensing, banding, and employment provisions of the PACA, when necessary.

Studies statutes, regulations, precedents, agency policies and a variety of cases to become acquainted with the regulations and applications of the Acts.

Adheres to Equal Employment and Civil Rights policies, goals, and objectives in performing the duties of this position. Assures that written and oral communications are bias-free and that differences of other employees and clients are respected and valued.

III. JOB CONTROLS

1. Responsibility for the Work of Others: None.

2. Supervision and Guidance Received: The incumbent is under the direct supervision of the regional director; however, technical advice and guidance may also be received from higher graded marketing specialists. Additional guidance may be obtained from handbooks regarding procedures and policies of the branch. Specific instructions accompany each assignment, indicating the area and objectives of the assignment and the work methods to be used. Completed work is reviewed for accuracy, adequacy, and completeness as well as for adherence to guidelines and instructions. Studies or investigations which are repetitive in nature are assigned with general instructions, although a close review is made of completed work. Suggestions and recommendations made by the incumbent are evaluated by the supervisor for technical accuracy, reasonableness, and compliance with established policy.

Guidelines include pertinent statutes; Branch, Division, and Agency instructions; office manuals and operating procedures; and precedent cases. The incumbent works in strict adherence to written and oral guidelines/instructions and is not required to make independent and/or new interpretations of the guidelines or deviate from past practice in their application.